

CLASSIFICATION: RIGHT-OF-WAY APPRAISER IV

Class Code: 7764-27

Date Established: 03-29-95

Occupational Code: 7-5-7

Date of Last Revision: 07-23-15

Exempt Status: Exempt

BASIC PURPOSE: To perform appraisals and appraisal reviews in order to arrive at the market value of real estate being acquired for highway construction.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Analyzes and audits appraisals in order to recommend acceptance or rejection of valuation findings.
- Prepares appraisal reports to determine estimates of damages for all types of real estate.
- Conducts review conferences and prepares letters to staff/fee appraisers to reconcile problems of methodology, application or valuations.
- Approves or rejects appraisals and prepares appraisal reports as required when the submitted report(s) cannot be approved.
- Provides information to the Attorney General's Office pertaining to the establishment of market value in condemnation proceedings.
- Appears as expert witness before the Superior Court and/or Board of Tax and Land Appeals in support of appropriate real estate valuations.
- Explains appraisal methods and right-of-way procedures to commercial and industrial property owners or their agents.

DISTINGUISHING FACTORS:

Skill: Requires skill in evaluating, planning or integrating analysis of data to formulate current and long-range solutions, strategies or policies of a specialized or technical nature.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Seven years of experience in the field of real estate appraisal, three years of which shall have been at or equivalent to the Right-of-Way Appraiser III level and include the preparation of before and after appraisals. Each additional year of approved work experience may be substituted for one year of required formal education.

OR

Education: Associate's degree from a recognized college, university or technical school. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Nine years of experience in the field of real estate appraisal, three years of which shall have been at or equivalent to the Right-of-Way Appraiser III level and include the preparation of before and after appraisals. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Registration as a Certified General Appraiser in the State of N.H. Valid driver's license and/or access to transportation for statewide travel.

SPECIAL REQUIREMENTS:

Successful completion of Real Estate Appraisal Course - The Valuation of Partial Acquisitions - of the International Right-of-Way Association or equivalent.

RECOMMENDED WORK TRAITS: Knowledge of appraisal principles and methods as applies to all types of rural and urban properties. Knowledge of mathematics to include algebra and trigonometry. Knowledge of land survey methods. Knowledge of how to read and interpret a project plan that is developed by Highway Designers. Knowledge of current local property values in urban areas as well as rural property, including knowledge of building types, construction and use value. Knowledge of real estate and eminent domain law and real estate finance; also knowledge of state and federal regulations. Knowledge and experience in reviewing appraisals developed by others. Ability to apply consistent value to property and land. Ability to estimate land damage figures from proposed highway plans. Ability to supervise a staff of subordinate appraisers. Ability to work in field without supervision and submit concise and accurate reports. Ability to establish and maintain harmonious relationships with departmental and other state agency officials, independent appraisers, property owners and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.